



Department of Commerce
Innovation is in our nature.

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Internship Openings with Department of Commerce Olympia, WA

Accepting applications until May 15, 2014

Who we are:

The Department of Commerce is the widely recognized business champion in state government and a respected leader and partner with the private sector in growing our state's economy for the benefit of all of our citizens.

Director Brian Bonlender and the Department of Commerce are committed to creating and fostering a diverse work environment. We appreciate your support in sharing our open job opportunities with qualified candidates in your networks.

Visit our website www.commerce.wa.gov to learn more about our programs and work.

How would you like to:

We're searching for the ultimate internal liaison. This is a challenging internship position working for the External Relations Division of the Washington State Department of Commerce. Intern(s) selected will help the department develop program content to communicate with media, community groups, employees, and state partners. We need a versatile writer who can research and churn out blogs, tweets, Facebook posts and other assignments as needed. You will assist in the development of a training program for staff to ensure the sustainability of the agency's social program. You'll be directly supporting the work of our strategic team work and interact daily with Commerce's highly skilled professional staff. We're looking for someone with great entrepreneurial spirit and a proven ability to self-manage. This is a non-paid internship position. However, past interns have submitted their time here for school credit. So, we do work closely with university employees/contacts to verify the workload being completed.

Qualifications:

- Strong oral and written communication skills, ability to articulate.
- Effective communicator; easily understood by and ability to understand others.
- Outgoing personality and comfortable communicating individually or within groups.

- Prior exposure to Microsoft Office products Outlook, Word, Excel & PowerPoint; or equivalent.
- Understanding of how social media (Facebook, Flickr, YouTube & Twitter) works and is efficient at the tools that support social media execution. The ability to write social media copy is preferred.
- Demonstrated organization skills.
- Ability to work well both with a team and independently.
- A successful candidate will be dynamic, creative, and self-driven with an outgoing personality.
- A natural planner with close attention to detail and a positive outlook.
- Graphic Design skills are a plus.

I want to become an intern at Commerce! How do I apply?

To apply, please submit a cover letter addressing why you're qualified for this internship, your resume and three professional references to comm.intern@commerce.wa.gov.

Supplemental Information:

Candidates must be responsible, reliable individuals who can work independently and have a genuine interest in policy. We value strong writing skills, critical thinking, and analytical abilities. Other qualities desired include high attention to detail and a professional appearance and demeanor.

We ask the interns to commit to a minimum of 20 hours per week for at least 3 months. Interns will work in our Olympia headquarters, in a professional office environment.